



Visit Gateway at <https://gateway.ifionline.org/login.aspx>

Gateway

User Guide

Economic Development Payment Reporting (EDR)

For Units with Economic
Development Payments

Updated 9/22/20



Table of Contents

Economic Development Report Overview	3
How Do I Get the Application Screen in Gateway?.....	4
Accessing the Economic Development Application	4
Reporting for Units with Economic Development Payments	5
Total Amounts Received/Disbursed.....	5
Fund Balances	6
Receipt Details	7
Disbursement Details	7
Signing and Submitting the Report.....	9



Economic Development Report Overview

The economic development payments subject to reporting are monetary disbursements initially provided by a licensed owner of a riverboat, an operating agent of a riverboat, or an affiliate of an owner or operating agent.

Indiana Code 4-33-23-17 requires any political subdivision receiving an economic development payment to annually complete and submit a report to the Department of Local Government Finance (“Department”). Units that do not receive economic development payments will still need to affirm this in Gateway.

Indiana Code 4-33-23-4 defines economic development payments as funds paid under a development agreement, received by a unit of government or person, and that is not paid in legitimate exchange for anything of value. According to IC 4-33-23-2, a development agreement is a written agreement between a person or a unit of government and a development provider that sets forth the financial commitments of a development provider to support economic development, including, without limitation, charitable or educational purposes in a specified location.



Please note that **all** units of government are required by the Department to submit this report through Gateway by **September 30**.





How Do I Get the Application Screen in Gateway?

As an authorized user of the Indiana Gateway for Government Units, users will have a username and password that will allow access to the program. The username is the e-mail address on file with the Department of Local Government Finance (“Department”). The Department will assign an initial password, which should then be changed by the owner to something unique and confidential. Users are responsible for all information entered into Gateway under the authorized user’s username and password. Users without a Gateway account may contact gateway@dlgf.in.gov to register.

Web Address (URL): <https://gateway.ifionline.org/login.aspx>

To access Gateway, open [Firefox](#) or [Google Chrome](#) and type <https://gateway.ifionline.org/login.aspx> into the browser, and then hit “Enter” on a standard keyboard. Gateway works best using Firefox or Google Chrome. Internet Explorer is not a supported browser.

Accessing the Economic Development Application

Once you have logged in you will be taken to the Select Application page in Gateway. Please select, Economic Development Payment Report.

Select Application

Department of Local Government Finance (DLGF)	Deadline
New* Additional Appropriations	<input type="button" value="Details"/>
Abstract	<input type="button" value="Details"/>
Assessor Reports	Mar 31
Budgets	<input type="button" value="Details"/>
Data Entry for CNAV and Form 22	<input type="button" value="Details"/>
Debt Management	<input type="button" value="Details"/>
Economic Development Reporting	Sep 30
File Transmission	<input type="button" value="Details"/>

You should now be on the Select Unit from the List page. Select the name of your unit to continue.

Select Unit from List

Currently Viewing Year:

Click a link below to select your unit.

Unit Code	Unit Name Link	Unit Type	Unit County
9910	Training_City_1	City/Town	Gateway1

Upon clicking the name of your unit, you will be taken to the first step of completing the Economic Development Payment Report.

Reporting for Units with Economic Development Payments

If you indicate that your unit has received economic development payments between July 1, 2019, and June 30, 2020, by selecting “Yes,” the report will request more information.

[Select Unit and Year](#) > Economic Development Reporting

County: Gateway1 county
 Unit: DLGF City 1 unit
 Year: YYYY

Did your unit receive economic development payments under a local development agreement between July 1, 2019 and June 30, 2020?

Yes No

After you select yes, you will see the additional fields appear below.

Total Amounts Received/Disbursed

The next two fields ask for the total amount of economic development payments received and disbursed from July 1, 2019, through June 30, 2020. Please note that the total amount received is a required field. To enter these amounts simply click in the field and enter the amount.

*Required Fields

Total amount received (7/1/2019 - 6/30/2020)

Total amount disbursed (7/1/2019 - 6/30/2020)

Fund Balances

The next field, which is also required, requests the June 30 fund balance for each fund that had economic payments deposited into it. To begin adding a fund and balance, please select “Add new fund.”

	Fund code	Fund name	Fund balance 6/30/2019
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			
No records to display.			
<input type="button" value="Add new fund"/>			

Next, enter the fund code (optional), the fund name, and the fund balance. Once done, select the green checkmark to save your entry.

	Fund code	Fund name	Fund balance MM/DD/YYYY
<input checked="" type="checkbox"/>	123456	Example Fund Name	71,011.00
<input type="checkbox"/>			
No records to display.			
<input type="button" value="Add new fund"/>			

Once the green checkmark is selected, your entry will be saved. You may click “Add new fund” to add any other funds, if applicable.

	Fund code	Fund name	Fund balance MM/DD/YYYY	
<input checked="" type="checkbox"/>	123456	Example Fund Name	\$71,011.00	<input type="checkbox"/>
<input type="button" value="Add new fund"/>				

Receipt Details

In this section of the report, officials are to document the economic development payments that their unit received during the reporting period. To enter receipt information, please select “Add new receipt.”

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
No records to display.			
			

Next, select the appropriate fund from the drop-down menu on the left-hand side. Please also include the provider of the funds along with the description/purpose and amount. Once you have entered the information, select the green checkbox to save your entry.

Receipt details:

Fund	Provider (Other unit, Casino, Foundation)	Description and purpose	Total
<input checked="" type="checkbox"/> Select a fund 	<input type="text"/>	<input type="text"/>	<input type="text"/>
			
 Example Fund Name	ABC Casino	Example description and purpose	\$30,000.00 
 Example Fund Name	XYZ Casino	Example description and purpose	\$20,000.00 
			

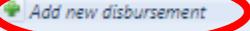
Please complete the receipt details for all remaining receipts. Click the green checkbox to save each new revenue.



Disbursement Details

In this section of the report, officials are to document the disbursements – supported by economic development payments - that their unit made during the reporting period. The Department needs distributions to other political subdivisions to ensure that those units correctly report. The level of detail reported for disbursements is left up to the individual unit reporting. To enter disbursement information, please select “Add new disbursement.”

Disbursement details:

Fund	Recipient	Description and purpose	Total
No records to display.			
			

Next, select the appropriate Fund from the drop-down menu on the left-hand side. Please also include the recipient along with the description/purpose and amount. Once you have entered the information, select the green checkbox to say your entry.

	Fund	Recipient	Description and purpose	Total
<input checked="" type="checkbox"/>	Select a fund 	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>				
No records to display.				
 Add new disbursement				

Please complete the disbursement details for all remaining disbursements. Click the green checkbox to save each new disbursement.



Once you have entered your amounts, you will want to click the save button on the bottom left-hand side of the form.



Signing and Submitting the Report

To sign the form, first, type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select “Sign and Submit Form,” today’s date will automatically populate the date field and the report will be submitted.

This form has not been submitted

Form Signature

I hereby acknowledge that the submission of this document through the Gateway password and PIN system constitutes an “electronic signature” as defined in IC 5-24-2-2. This submission is intended to, and hereby does, constitute authentication and approval of the submitted document as required by the Indiana Code. The information reported is accurately represented and is without intentional misrepresentations.

I understand that this electronic signature takes the place of my handwritten signature and accomplishes the same purposes as would my handwritten signature in the same circumstance. I further acknowledge that this electronic signature has the same force and effect as my handwritten signature and can and will be used for all lawful purposes. I affirm that I have the real and apparent authority to electronically sign and submit this document on behalf of the unit.

NAME

TITLE

SIGNATURE/PIN
 

DATE



The signature box will not appear to users with edit or read-only rights.

To sign the form, first, type your name and title into the signature box. After that, you will need to enter a four-digit PIN code. This PIN code has been sent, via email, to the person with submission rights. You may contact the Department at gateway@dlgf.in.gov or at (317) 232-3777 in the event that you have lost or not received a PIN code. Once you select “Sign and Submit Form,” today’s date will automatically populate the date field and the report will be submitted.

Once the form has been submitted, the bold red text will state “This form has been submitted.” There will also be an unlock button that can be used to manually un-submit the form.

This form has been submitted.

[Click here to unlock the form](#)

Submitted at 8/15/2019 9:17:23 AM

Form Signature

Congratulations! You have successfully submitted your Economic Development Report. Please see the other user guides for assistance with other forms. If you have any questions, please contact the Department at gateway@dlgf.in.gov or at (317) 234-4480.